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Copying Machines 2-4

FROM: The Office
January 1966

# HOW OFFICES CONTROL EXCESSIVE USE OF COPYING MACHINES

STAT [redacted] who is responsible for the selection and control of office equipment, believes that, at least in some locations, our duplicating costs have increased after installation of a copying machine. The several methods we have employed to control these costs are:

1. Executive directives threatening to remove a machine if not used more judiciously.

2. A requirement that the office manager approve all items before copying.

3. In larger offices, limiting approval of copies for reproduction to one person.

4. Limiting hours during which machines could be used.

5. Quoting costs figures in an effort to make employees aware of effect of large-volume copying.

6. Posting and distributing specific instructions regarding number of copies to be duplicated on various types of equipment.

So far, according to John, none of these methods have worked. Our costs continue to soar but perhaps we will continue to use the copying machine because it is so convenient. ---WILLIAM L. CRUNK, General Manager, Sales Offices Administration, Reynolds Metals Co., Richmond, Va.

We have each user sign a ledger with the time, date, their name and department, and the number of copies made. Monthly we figure the percentage of usage by each department. This gives the department head a chance to see what his department is doing so far as copies are concerned. ---A. SCOTT PHILLIPS, Purchasing & Supply Manager, Monarch Life Insurance Co., Springfield, Mass.

Excessive use of copying machines is a problem. We attempt to control it by use of a daily log showing user, purpose and number of copies. Also, the alternate use of Ditto or other reproduction equipment is encouraged where possible. Also, a rather inconvenient location of the copying machines discourages some of its use to replace carbon copies. ---CARROLL J. GRIMWOOD, Office Manager, Beauty Counselors, Inc., Grosse Pointe, Mich.

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Last year we purchased an A. B. Dick Model 367A offset duplicator, to go along with our other offset equipment, and a GBC automatic "8" collator. Next, we determined that reproduction of Xerox copies was getting too expensive, so we acquired a second Xerox 914. We found that from one to seven copies could be reproduced economically on one Xerox unit. For over seven copies we use a short-run offset master from the second Xerox unit, running off the copies on our new automatic offset duplicator. If collating with either binding or stapling is required, the job is placed on the new automatic collator and, within minutes, we have a finished job.

In projecting the costs for this operation, it was figured we could offset the initial investment for the new equipment within two years because of the savings incurred by establishing a maximum number of copies to be run direct on the Xerox 914. ---DAVID B. THORNTON, Data Processing Manager, Municipal University of Omaha, Neb.

We have attempted to control excessive use of copying machines, with a fair degree of success, through the use of full-time operators for those machines having large volumes (above 7000 copies a month). It is felt that this prevents personnel from reproducing anything they choose, since they will be hesitant about requesting someone else to run their private business for them. In the larger installations, copies are charged out to the requesting department. These charges include the cost for the equipment, supplies and operator time. Departments attempt to restrict usage of copying equipment since it affects their departmental budget. ---JOHN G. KRIEG, City Purchasing Agent, City of Cincinnati, Ohio.

We have tried to solve the problem by charging out to each department the number of copies used at 5¢ each. This is controlled by our manager of the offset printing department. ---BOBBY G. SORRELLS, Assistant Controller, The Ledger-Enquirer, Columbus, Ga.

When our first copying machine was installed, there was a tendency for excessive use by our employees for their personal use, due to the fact that the machine was placed so that anyone could use it without being observed. Recently we purchased a new machine and placed it so that it can be observed by at least eight or nine members of the office. One of the staff checks the machine daily for supplies and also keeps hereye on those using the copies. This method seems to have cut down the use of the copier and the novelty of the new machine has worn off. ---RICHARD A. HELWIG, Ridgewood Savings Bank, Ridgewood, N. Y.

We had considerable problems with our Xerox 914 copying machine and had reached a peak of 21,000 per month ~~xxxxx~~ which has now been reduced to an average of about 12,000 per month due to installation of a Bruning Copytron electrostatic copier located in an area which is subjected to better supervision. The Bruning Copytron is faster and we have restricted the use of the

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Xerox 914, which does an excellent job, to producing book copies and translucent masters for processing through our diazo whiteprinter when multiple copies are required. ---R. V. PEARSON, Assistant Treasurer, Montgomery Elevator Co., Moline, Ill.

Controls were established by having copying equipment centralized and placed under the supervision of one person. Department heads were requested to have certain personnel in their departments trained in the equipment's use. Operators were required to log each operation, listing number of originals, size, number of copies of each, etc. This relieved the problem to a certain degree, however, it still exists. More education of all personnel is needed to impress on them the cost of making copies. ---L. E. WILCOX, Purchasing Agent, Public Utility District No. 1, Chelan County, Wenatchee, Wash.

We have two types of copying machines: an electrostatic model and an Ozalid. When we anticipate a number of copies will be needed of a single item, we use translucent paper and reproduce these on the Ozalid. We do our financial statements this way as well as our accounts receivable ledgers, sending a copy of the ledger to the customer as his statement. Normal day-to-day copying is done on the electrostatic. ---C. E. SLUSHER, Treasurer, Double Envelope Corp., Roanoke, Va.

Customers are constantly requesting to have items such as checks and deposit tickets reproduced. This has been no real problem so far. It is time-consuming for the clerk who must stop her work to use the copying machines but it is an integral part of good customer relations. Copying machines also are used quite frequently by bank personnel for general office requirements, but not excessively. ---DAVID G. RITTER, Methods & Systems Div., Virginia National Bank, Norfolk.

All office people have been requested to comply with the maximum quantity limitations we have established. Three years ago we installed an automatic offset press for use in conjunction with our two Xerox machines. We were able to cut our Xerox costs almost in half and, by using direct image masters, we also have a means of doing quality printing at a very nominal cost. ---PAUL KINGSTROM, Assistant Treasurer, Amerock Corp., Rockford, Ill.

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